MAIN FACS "TIPS & TECHNIQUES"

IMPORTANT: **This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.**

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DATA ARCHIVING

On Sunday, September 21, 2003, MAIN FACS will archive data for Fiscal Year 2001 from the following tables:

> Appropriation
> Cash Forecast
> Document
> General Ledger
> Project
> Summary General Ledger

Users will be able to use inquiry screens for Fiscal Years 2002 and 2003 without any visible effects.

If users try to use Fiscal Year 2001 or earlier in the INQ YEAR field on the following inquiry screens, no data will be retrieved:

> Project Transaction Inquiry screen (S056)
> Agency/Fund Summary Inquiry screen (S058)
> Vendor Document Inquiry screen (S059)
> GAAP Basis Authorization Financial Inquiry screen (S060)
> Appropriation Financial Inquiry screen (S062)
> Document Record Inquiry screen (S064)
> General Ledger Record Inquiry screen (S065)
> Grant Transaction Inquiry screen (S067)
> Agency/Fund Record Inquiry screen (S069)
> Project Financial Inquiry screen (S080)
> Accounting Event Record Inquiry screen (S084)

Vendor Transaction Inquiry screen (S085)
Document Transaction Inquiry screen (S086)
Summary General Ledger Account Inquiry screen (S089)

Direct Voucher data will also be archived for Fiscal Year 2001. Only Direct Voucher data for Fiscal Year 2002 and later will be accessible via FACS ADPICS on-line inquiry screens.

ADPICS PCHL5750-57 TABLE ADDITIONS

Two new discount terms have been added to the ADPICS PCHL5750-57 table: 3%A (3% discount if paid within 15 days) and 10% (10% discount if paid within 10 days) from the date the invoice is received. Users can enter these new discount terms on the Invoice Header screen (PCHL1500) in the "Disc Terms" field, on the appropriate Purchase Order screen (PCHL2340 or PCHL2360), or on the Blanket Purchase Order screen (PCHL2342) in the "Discounts Terms" field.